

Job Description
Missouri State Highway Patrol

Class Title: Criminalist II - Latent Prints

Title Code: V00516

Effective Date: 06/28/95

Date Reviewed: 07/11/00

Date Revised: 12/27/04

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a responsible professional and technical position. Work includes performing complex and technical work in the scientific analysis of latent prints. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work independently within the framework of established procedures and policies.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Regularly lifts, processes, compares, and examines latent prints from crime scenes or parties involved in criminal activity.

Regularly examines forensic evidence that may be bloody, soil laden, maggot infested, putrefied, rank, and/or otherwise unpleasant.

Regularly works with a variety of potentially hazardous materials (e.g., evidence contaminated with HIV, hepatitis, and/or unknown pathogens; unidentified chemicals on evidence; reagents used to develop latent prints).

Routinely examines amputated fingers or hands with the intended purpose of developing known prints for comparisons with latent prints or other known prints.

Routinely testifies as an expert witness in a court of law.

Operates standard office equipment (e.g., personal computer, telephone, facsimile machine, copier, scanner, etc.).

Participates in and successfully passes practical and/or written competency exam(s) when new or amended techniques are implemented prior to performing casework responsibilities using these techniques.

Participates in crime scene investigations as needed (e.g., processes, lifts, preserves, and examines evidence).

Prepares evidence and exhibits; maintains report files; issues periodic and special reports as assigned.

Assists instructors conducting training of law enforcement personnel about latent print processing and collection.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Reviews procedural manuals, publications, etc., within the chosen/related discipline.

Assists other criminalists and laboratory technicians in processing latent prints.

Participates in the proficiency-testing program for the section.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the procedures and methods used in latent print processing.

Working knowledge of the preparation of evidence for presentation in court.

Working knowledge and practice of safety rules and procedures in regard to laboratory equipment and chemicals.

Working knowledge of the laboratory's quality assurance program.

Knowledge of the compliance criteria established by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB).

Ability to maintain membership in various reputable state, national and international forensic science organizations.

Ability to work with unpleasant items (amputated fingers and hands, maggot infested evidence, etc.) in the performance of job duties.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to perform work in accordance with prescribed procedures, makes accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

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Ability to work with highly sensitive information in a confidential and professional manner.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory and actual court appearances).

Ability to recognize and identify minute details.

Ability to assist other criminalists and laboratory technicians in latent print processing.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment and chemicals.

Ability to transport tools, equipment, and evidence necessary to assist in conducting crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, assisting in crime scene investigations, and attending training meetings, seminars, etc).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree in one of the natural sciences AND possess the equivalent of two years experience as a qualified latent print examiner in a recognized crime laboratory or police agency. Possess a baccalaureate degree in one of the natural sciences. Coursework must include at least one semester of general chemistry with lecture and laboratory components. A minimum acceptable grade of C or equivalent is required in courses that comprise the major emphasis of the natural science degree.

OR

Possess at least two years of experience as a Criminalist I - Latent Prints in the Missouri State Highway Patrol Crime Laboratory system.